

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

DISCOVERIES: Programs for Seniors

Grant Application

Fall 2003

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA Grant Program
Discoveries: Programs for Seniors
Information & Guidelines
Fall 2003

What is this grant program?

Discoveries: Programs for Seniors is a new grant program designed to assist small- and medium-sized public libraries provide programs for mature adults, aged 60 and older. The goals of this program are to provide quality programs to attract older adults to the library; promote library services to older adults; stimulate interest in books, technology and other library services; and provide opportunities for collaboration between libraries and community agencies. The grant is designed to allow libraries with limited resources to hire authors, artists, musicians, and other presenters from outside their own region.

How may the grant funds be used?

Libraries applying for Discoveries grants will be expected to plan and implement a minimum of four programs aimed at mature adults and meeting the grant goals. Discoveries grant funds may be used to cover all eligible costs for planning and implementing **three** of the programs. There are no restrictions on the types of programs or topics for programs except that they be appropriate to the audience.

Who may apply?

This grant is open to all small- and medium-sized public libraries with service populations of 110,000 or less, according to the *Statistical Report of Missouri Libraries, Statistics for Fiscal Year 2000*, and certified to receive state aid.

What special considerations apply to this grant?

- Proposals must outline the four or more programs that will be conducted, indicating which three will be funded with Discoveries grant money.
- Libraries are encouraged to conduct informal discussions with community seniors to determine program topics that will attract audiences.
- Libraries are encouraged to partner with extension offices and community agencies to plan the program series, schedule speakers/presenters, and promote the series of programs.
- Priority will be given to projects that demonstrate a focus on building community interest in the library, involve seniors in planning, or develop partnerships with community agencies that serve seniors.
- Program attendance should not be restricted to a mature adult audience. However, planning and promotion of the programs should encourage attendance from the older adult population.

- Priority will be given to projects that demonstrate a focus on building community interest in the library, involve seniors in the planning, or develop partnerships with community agencies that serve seniors.
- Program series must be completed by December 31, 2004.
- Up to five (5) branches/service centers within a library system may participate in a single project.
- A series of programs may not be spread across multiple branches. Each series of programs must be conducted in its entirety at a specific branch outlet. However, the program series may be *duplicated* at multiple branches.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

What amount of funds may be requested?

Up to five branches or service centers per library system may apply for the grants, with a maximum of \$30,000 per library system awarded.

Are local matching funds required?

No local matching funds are required. However, applying libraries must commit to planning and conducting at least one program for older adults **in addition** to the three programs paid for with Discoveries grant funds.

For what will this grant pay?

Eligible expenses include, but are not limited to:

- Speakers or presenters (limited to honoraria and expenses).
- Programming supplies and materials.
- Promotion, mailing, photographic, and printing costs.
- Equipment purchase or rental.
- Production or exhibit expenses.
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.

Ineligible expenses include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs from grant funds).
- Collection development acquisitions.
- Transportation for field trips.
- Vehicles.

What is the review process and application deadline?

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 21, 2003 or hand delivered by October 22, 2003. Only completed application forms from eligible institutions will be reviewed.**

How long is the grant period?

January 1, 2004 through December 31, 2004. Projects may be proposed for fewer than 12 months.

How are grant payments made?

- Grantees will be awarded 70% of the total grant amount upon completion of the final, executed agreement. A final payment of the remaining grant amount expended will be awarded upon completion of the project and submission of the Final Report and Final Request for Payment, which is due within 30 days of the completion of the project.
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

What reports must grantees make?

Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report.

Where do I apply?

Mail completed application forms to:

LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson
Missouri State Library, Library Development Division
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5
E-mail: dahmsn@sosmail.state.mo.us

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

MISSOURI STATE LIBRARY
LSTA Grant Program
Discoveries: Programs for Seniors
Grant Application Instructions
Fall 2003

Please call Kay Callison, LSTA Grants Officer, 1-800-325-0131 ext. 9, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Narrative is to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I

Project number-Leave blank.

Name of library-Give the official, legal name of the library.

Federal Tax I.D. # or MO Vender # if different—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

Project Director-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address.

Project Title-Provide a brief title for your project.

Total population of legal service area-Using the *Statistical Report of Missouri Libraries, Statistics for Fiscal Year 2000*, give the population of the legal service area for all participating agencies.

Estimated number of adults to be served by this project-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center website may be found at: <http://www.oseda.missouri.edu/mscdc/index.html>.

LSTA funds requested-Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project description-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II-Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III- Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

**MISSOURI STATE LIBRARY
LSTA Grant Program
Discoveries: Programs for Seniors
Grant Application
Fall 2003**

Project # _____

YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

PART I

Please type.

Name of Library: _____

Federal Tax I.D. # or MO Vender # if different: _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of adults to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

Project description (not to exceed 250 words):

PART II: NARRATIVE

Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

Introduction

1. Briefly describe your community's need for this project. (maximum 1 page)
 - a. How did you choose this program series?
 - b. Why do you think it is important?

Project Narrative

2. Describe your proposed project.
 - a. Provide a thorough description of the three programs for which you are requesting funding, including names of presenters.
 - b. Provide an outline of the additional program you will implement to complete the series of four programs.
 - c. Indicate how the programs will promote library services or stimulate an interest in reading, books, or library technology. What activities will you conduct to ensure a connection between the programs and the library?
 - d. If appropriate, describe how seniors have or will be involved in planning the programs.
 - e. Provide a proposed schedule of implementation, including tentative dates for the project activities. Identify the locations/branches at which the programs will be implemented.
3. How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience.
4. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. **Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions or resources.**

Evaluation

5. Present a plan to determine the impact the project will have. What difference has the project made on the target audience and the community?
 - a. Quantitative and qualitative assessments are encouraged.
 - b. Append a sample evaluation form, if one is being used.

Budget

6. Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overheads, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the first page of the application in the space provided.
7. Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.

6. BUDGET WORKSHEET: LSTA Discoveries Grant Application

Budget Item	Amount per site	Number of proposed sites	Total Requested
Speaker honoraria and expenses			
Programming supplies and materials			
Promotion, mailing, photographic, and printing costs			
Equipment purchase or rental			
Production or exhibit expenses			
Staff costs (see guidelines about staff costs in the Grant Program Information and Guidelines)			
Other (specify)			
TOTALS			

*Libraries awarded project funds will have the authority to move up to \$100 between line items within their **final** proposed budgets.*

PART III: CERTIFICATION AND SIGNATURES

ATTENTION: You must use pages 9, 12, and 13 as part of your application! To complete this application, attach numbered pages with responses to items in Part II.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Application deadline: October 21, 2003 (postmarked); October 22, 2003 (hand delivered)

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES